



TOWN OF KITTERY

Office of the Town Manager

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Carol M. Granfield
Interim Town Manager

Request for Proposals Emery Field Multi-Use Fields and Pathways Design Services

PROJECT SUMMARY:

The Town of Kittery seeks consulting assistance from qualified landscape design/engineering firms to prepare design documents, hold community meetings, prepare a bid package and provide bidding assistance, and construction administration services for the Emery Field Multi-Use Fields and Pathways project. Funded in part by a grant from the Land and Water Conservation fund, this project's goal is to convert an existing open space into two U-10 size soccer fields, one regulation lacrosse field, and develop accessible pathways (to the extent they fit within the project budget) throughout the complex.

More information on the project's conceptual design can be obtained by reviewing:

- 1) The Athletic Fields Master Plan ; and
- 2) The LWCF Grant Application

http://www.kitteryme.gov/Pages/KitteryME_Manager/TOKApplication.pdf .

Emery Field is located at 2 Cole Street, with 3.1 acres of the 5.8 acre site being utilized for athletic fields. The field is bordered by Woodlawn Avenue to the south east, Cole Street to the north east, residential properties to the northwest and wooded area to the southwest. In the north corner of the site is the location of the old Kittery community center which has been retired.

All interested firms must submit six (6) copies of their proposals containing complete information as requested in the Proposal Submission Requirements described herein by 2:00 PM local time on Wednesday, April 20, 2016. All proposals shall be for the entire work required to complete the project. The lump sum fee for this project (including all sub-consultant fees and expenses) will not exceed \$30,000.00. We hope to have the project ready to be bid in early winter 2017 and construction completed by the end of summer, 2017.

Designers shall be selected on a quality basis, but cost will factor in selection of the proposal deemed to be in the Town's best interest. The Town reserves the right to negotiate a fee with the top-ranked respondent after all proposals have been evaluated. Successful proposers should have a minimum of five (5) years of experience performing similar work, with a proven track record of assisting municipalities with designing field improvements.

Contract award is subject to appropriation and final notice of grant award.

SCOPE OF WORK:

The following scope of work outlined is intended to provide proposers with a minimum guideline of the Town's expectation for this design work. Proposers are encouraged to tailor their responses

using this framework, but may also add to or propose modifications to the work based upon their expertise.

1. Full-Service Design Services

This task requires the consultant to translate the conceptual design for Emery Field into construction documents appropriate to solicit competitive bids, in accordance with all LWCF regulations. This phase of work is part of a larger, complete renovation of Emery Field. The following depicts the conceptual plan.



This task will require the consultant to provide all services necessary to implement the conceptual design within the project budget. This may include public outreach, permitting, engineering, geotechnical¹, survey work as required.

Task 2: Bid, Award and Construction Period Services

- Review all incoming bids.
- Provide written assessment of same relative to cost, expertise, capacity, and understanding of project.
- Make recommendation to Town regarding vendor qualifications and selection.
- Provide standard construction period services, preconstruction conference, submittal review, weekly site visits, contract administration, and close out.

¹ The Town may have access to soil borings taken circa 2008 for the site.

PROPOSAL SUBMISSION REQUIREMENTS:

Six (6) copies of completed proposals must be submitted to:

Carol M. Granfield, Interim Town Manager
Kittery Town Hall
200 Rogers Road
Kittery, ME 03904

All proposals must be received by 2:00 PM. Proposals should include:

1. Statement of project understanding
2. Firm background for all firms involved
3. Resumes of key personnel
4. References, including contact name and telephone
5. Detailed work plan & deliverables
6. Proposed Schedule

Cost proposals should be provided in a separately sealed envelope entitled: "Cost Proposal – Emery Field Multi-Use Fields and Pathways," with the proposing firm's name plainly visible. All cost proposals should provide a fee ***less than and not to exceed \$30,000***. Fees should be broken down by task, with personnel assigned and respective hourly rates, and estimated hours on task.

EVALUATION CRITERIA:

Proposals will be evaluated on:

Fee proposal
Relevant experience with similar projects
Proposal quality, thoroughness, and clarity
Project understanding
Team qualifications and comparable experience

Firms selected to interview will be asked to present their approach and describe applicable similar projects they have completed.

CONTRACT REQUIREMENTS:

The selected consultant will be required to enter into a contract with the Town of Kittery – a sample contract may be provided upon request. The consultant will be required to indemnify/defend/hold harmless the Town from any claim, and carry the following insurances throughout the contract term. All insurance is to be provided by a company or companies licensed in the State of Maine:

- a. Commercial General Liability on an occurrence (as opposed to claims-made) basis with general aggregate limit applicable per project (ISO CG2503 or equivalent)
 - Each occurrence limit \$1,000,000
 - General aggregate limit \$2,000,000

- Products/Comp. op. aggregate limit \$2,000,000

An additional insured provision is to apply for the Town, its officers, officials, agents, and employees on a primary, non-contributory basis. Coverage for contractual liability is to be included for the indemnification provisions of this Agreement.

- b. Auto Liability for owned, hired and non-owned autos with a single limit for each accident of \$1,000,000.
- c. Workers' Compensation insurance to comply with the requirements of Maine statutes, plus employers' liability for:

- Each accident: \$500,000
- Each employee (disease): \$500,000
- Policy limit (disease): \$500,000

All policies shall be so written that the Kittery Town Manager will be notified of cancellation or restrictive amendment at least ten (10) days prior to the effective date of such cancellation or amendment. A certificate of insurance from the Consultant's insurance carrier showing at least the coverage and limits of liability specified above and the inception and expiration dates shall be filed with the Town Manager at least seven (7) calendar days before operations are begun.

Legal Ad:

Town of Kittery

Request for Proposals

Design Services: Emery Field Multi-Use Fields and Pathways

The Town of Kittery seeks professional design services to develop construction documents for soccer/lacrosse fields and accessible pathways at Emery Field. RFPs are available at www.kitteryme.org. Proposals must be submitted to the Town Manager's office no later than April 20, 2016 at 2 pm. The Town reserves the right to reject any and all proposals deemed not to be in its best interest.